



Holiday Greetings from the KIDS data team

left to right: DeDe Conner, David Couch, Janice Harris, Sri Srineni, Lisa Keeter, Lisa Rhoton, Lynn Botula-Griffith, Raymond Carter, Maritta Horne, Rodney Matejek, Franki Jenkins, Linda Burton, Regina Barrett, Candy Johnson, Becky Jenkins, Nick Gustin, Tanya Fluke and Lisa McKinney.

Infinite Campus Interchange @Kentucky – Dec. 12-13 in Louisville at the Marriott Downtown at 280 W. Jefferson St.

Interchange@Kentucky offers two days of training, collaboration and networking. The agenda covers a broad array of topics in sessions led by Infinite Campus (IC) and KDE support staff and Kentucky's district users. Districts are encouraged to register as many people as possible to take advantage of this opportunity.

This year you can register for the event in [Infinite Campus University \(ICU\)](#). This event costs \$229 and covers admission to each day of Interchange, sessions and learning materials, continental breakfasts, refreshments, and lunch on Thursday. For more information, go to the [KSIS Training Web page](#).

Kentucky Tech System and Local High School Connection

The Kentucky Department of Education is working on a project to allow all Kentucky Tech System schools, better known as Area Technology Centers or ATCs, and locally operated Career and Technical Centers (CTCs) to move toward full use of Infinite Campus (IC). The planned enhancement of IC should automate the enrollment and roster load between the home high school and the ATC/CTC. For the enhanced functionality to work, both the home high school and the ATC/CTC must use accurate and consistent state course codes.

High schools, CTCs and ATCs must work together to determine the state course code that will be used for every ATC/CTC course that is offered. The course code must

match exactly the course that is being offered at the school. For 2013-14, these codes can be found [here](#).

These codes are being revised for 2014-15 and will be available later this school year. Before you begin scheduling for the 2014-15 school year, please discuss this with the centers to which you send students for instruction.

The planned upgrade to IC will make it possible for ATCs and CTCs to actively participate in the Professional Growth and Effectiveness System (PGES). In addition, it will provide accurate tracking and validation of career-readiness data.

Accurate data will prevent districts from losing CCR points from errors discovered during monitoring visits.

In This Issue

Page 1

KTS – High School
Connection
Infinite Campus Interchange

Page 2

eTranscripts Update
IDEA Dec. 1 Child Count
Preschool Dec. 1 Child Count
Student Voice Survey
KSIS Midyear Training

Page 3

Restraint and Seclusion
Records Transfer
Assessments Available Dec.1

Page 4

CIITS
CIITS 15.2 Release Enhancements
State Summative Assessments Available
CIITS Password Reset Dec. 21
Curriculum Manager Training
New CIITS Contact Roles

Getting Ready for the IDEA Dec. 1 Child Count

As districts prepare for the IDEA Dec. 1 Child Count, KDE is providing a few helpful tips to ensure data quality.

First, use the [IDEA December 1 Child Count check-list](#) to ensure that children with disabilities are included in the extract.

Second, please be aware that Infinite Campus has two glitches that are causing students to not show on the IDEA December 1 Child Count. In the first glitch, Conference Summaries appear locked; however, they do not write to the database. The work-around for this is:

1. Unlock the student's Conference Summary.
2. Verify that the Date of Eligibility Determination and Primary Disability fields are completed on the Eligibility/Continued Eligibility editor.
3. Resave the Eligibility/Continued Eligibility editor.
4. Relock the Conference Summary.
5. Unlock the student's IEP.
6. Go to the Enrollment Status Editor.
7. Click the button labeled, "Get Disability from Evaluation."
8. Resave the Enrollment Status Editor.
9. Lock the IEP.

In the second glitch, special education students are missing from the Error Warning page for the Dec. 1 Child Count if the student has two or more critical errors.

For example, if a student has two critical errors such as "The following records have a Reevaluation Due Date on or before November 30 of this year," and "Critical Error: The following records have an IEP End Date on or before November 30 of this year," then the student will not show up on the Error Warning page.

There is not a work-around for this issue.

eTranscripts Update

All Kentucky school districts have registered for eTranscripts. Current stats show 129 districts and more than 160 schools are live and have processed more 14,000 electronic transcripts since Aug. 1. The remaining districts will transition to the new service by April 1, 2014. The map of participating districts is available [here](#).

Postsecondary schools expect to receive transcripts from Kentucky public schools in the new common format via the Parchment portal. For the schools and districts that are live, this already should be happening. As all Kentucky schools transition to the eTranscript system, many postsecondary schools will cease to accept traditional paper transcripts.

KDE encourages districts to test the common transcript for each school by reviewing transcripts. There have been reports of missing credit summaries and problems with assessment scores showing incorrectly due to setup errors. KDE revised setup instructions on Page 5 to include the counselor's steps to release a transcript. The revised setup instructions are available on the eTranscript page [here](#). To view a released transcript:

- go to the Reports tab in Parchment
- search by student
- the report will populate the document ID (DID #)
- click on the DID link to view an image of the transcript (the DID link is available for 90 days after sending the transcript)

Postsecondary schools prefer to receive ACT subject scores only. They do not want to receive all the sub scores. Please keep this in mind when mapping ACT tests to Postsecondary Electronic Standards Council (PESC) standards. KDE-published tests have been updated. Infinite Campus Release E.1342 updated both PESC education test and sub-text codes in accordance with the latest PESC guidelines (v1.3.0). See the revised Setup Instructions on Page 9, Table 1, for instructions on district options.

Preschool Fall Enrollment Count is Dec. 1

The Preschool Fall Enrollment Count date is Dec. 1. Infinite Campus will allow approved personnel to pull the preschool enrollment count as a summary or as a detailed report with the names of the children. In the detailed report, you can verify the children included in the count.

A number one (1) must be present in at least one of the columns for a child to be counted for preschool state funds. The areas of funding are for Y4 At-Risk, Speech Language (SL), Mild- to Moderate-Disabilities (MMD), or Severe (SEV). Though children with IEPs are still coming into the system, At-Risk Y4s should be accurate. If a child is at-risk and has a disability, only the disability will show in the detailed report. The report will count these children only once.

KDE has produced a short video to assist you in entering the preschool data into Infinite Campus. Click [here](#) for the video or you may go to the KDE Media Portal website at <http://mediaportal.education.ky.gov/> and look for the preschool videos.

KDE will pull the preschool numbers on Dec. 16 for children enrolled on Dec. 1, since Dec. 15 falls on a Sunday.

For more information, contact [Annie Rooney French](#).

Reminder on Student Voice Survey

Prepare now for the Student Voice Survey coming March 2014. All schools participating in Professional Growth and Effectiveness System (PGES) pilot must have active student accounts for students in grades K – 12.

KSIS Mid-Year Training – Jan. 8, 2014, in the KDE State Board Room (125), Capital Plaza Tower, Frankfort, and via Lync Online Meeting Space

KDE is now building the agenda and welcomes your input. Please send requests for topics that you would like to see covered in the mid-year training to [Linda Burton](#). KSIS points-of-contact will receive an Outlook meeting invitation and registration information.

EILA credit will be requested for KSIS Mid-Year Training.

Reminder Regarding Restraint and Seclusion Student Records Transfer

[704 KAR 7:160, Use of Physical Restraint and Seclusion](#) requires documentation of each use of physical restraint or seclusion be maintained in the student's education record and requires the district to report data in the student information system. Students who have behavior resolutions of SSP7: Physical Restraint or SSP8: Seclusion also must have data completed on the Restraint and Seclusion custom tab. The Restraint and Seclusion custom tab contains the regulatory requirements for data collection; therefore, completion of the tab ensures compliance for the data-reporting sections of the regulation.

When a student transfers from one district to another, the district of prior enrollment must generate the Restraint and Seclusion PDF report and **manually** provide it to the receiving district. The data from the custom tab does **not** transfer via the Infinite Campus Student Records Transfer process.

NOTE: If the student is a special education student, the district of prior enrollment can upload the PDF document to the Special Education Documents tab and the document will transfer via the Infinite Campus Student Records Transfer process.

Go to the [KDE Safe School Data Collection website](#) for instructions detailing user security, data requirements and generation of the report.

For additional information, please contact [Gretta Hylton](#) or [Windy Newton](#).



2012-13 Assessments Results Available in Infinite Campus Now

Results of the 2012-13 assessments – which include ACT (state-administered and nationals), K-PREP and Alternate K-PREP, end-of-course (EOC), K-PREP and Alternate K-Prep growth and high school growth, college- and career-readiness (CCR) and Alternate CCR, and STAT 10 – are available in Infinite Campus.

KDE also is loading kindergarten readiness, Advanced Placement (AP), KYOTE and COMPASS data. Career measures will be loaded after the college measures are complete. KDE originally scheduled some of these assessments to be published last month; however, a technical issue prevented loading the scores.

Districts must request ACT scores, but KDE will publish all other assessments to all districts. Contact [Raymond Carter](#) to request ACT scores. Going forward, KDE will receive the ACT national assessment results five times a year, allowing more frequent data imports into Infinite Campus.

ARE YOU SOCIALLY CONNECTED TO KDE?



KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data

David Couch, Associate Director – DeDe Conner, Director – Linda Burton, Assistant Director

Regina Barrett – Lynn Botula-Griffith – Raymond Carter – Tanya Fluke – Nick Gustin – Maritta Horne

Becky Jenkins – Franki Jenkins – Candy Johnson – Lisa Keeter – Lisa McKinney



CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

CIITS 15.2 Release Includes Numerous Enhancements

The new 15.2 version of CIITS is available for all users and includes enhancements in the Instructional Management System. Some of the key highlights are:

- **Performance-based Tasks** – Districts and schools are able to aggregate data on performance-based tasks as well as administer the assessment via system-generated answer sheets.
- **New Technology Enhanced Hot Spot** – Test authors are able to author, edit and report against Hot Spot assessment items.
- **Accommodations** – Students with visual impairments

have expanded supports to use screen readers, magnification and Braille printer support when taking an assessment in the test tunnel.

- **Enhanced Language Support** – Test authors are able to author assessment items in German and French. Students also may construct assessment responses in German, French and Spanish.

Click [here](#) for detailed information about the new enhancements.

For questions, contact CIITS Service Manager [Maritta Horne](#).

Advisory: CIITS Password Reset Coming December 21

To enforce stronger security measures, the KDE CIITS administrator will reset all CIITS user passwords Dec. 21. Your CIITS password should contain a lowercase letter (a, b, c,); an uppercase letter (A, B, C,); and at least one number (1, 2, 3,). One way to create a strong password is by using a passphrase that is easy for you to remember, randomly capitalize various letters and turn some letters into numbers. As an example, take the phrase "CIITS Is Great" and change it to "CiitsisGreat." Next, turn some letters into numbers, such as "C11ts1sGr3at." This is only an example; please do not use this as your password.

State-Sponsored Curriculum Manager Training Available

KDE will sponsor Curriculum Manager training in December and January. It will be open to 25 districts for each daylong session. Half a day will be on how to use the Curriculum Manager tool and the rest of the day will be devoted to working with participants on entering their district curriculum. Click [here](#) to register. Dates and locations for this training are:

- Western Kentucky Educational Cooperative (WKEC), Dec. 5
- Green River Regional Educational Cooperative (GRREC), Dec. 6
- Jefferson County Public Schools, Dec. 9 and 10
- Corbin, Dec. 11 and 12
- Northern Kentucky, Jan. 2014

State Summative Assessments Now Available in CIITS

K-Prep, Alternate K-Prep, Student Growth Percentile for Reading, Student Growth Percentile for Math, and End-of-Course for Algebra II, English II, Biology and U. S. History

are now available in CIITS. You can view this data using the new Key Performance Indicators (KPI) or the pre-formatted report feature.

New CIITS Contact Roles

As KDE continues to move toward one collection system for school and district contacts, we have changed names for some of the CIITS contact roles and added new contact roles. Please see the table below for the new and expanded list of CIITS contact roles that are available for districts to assign. To assign a contact role to an individual, see a Web Apps Administrator Point of Contact (WAAPOC) in your district. For a complete list of WAAPOCs in your district, click [here](#). For more information on People Manager (aka Person Role Manager), see the October [KSIS and More](#) newsletter.

Contact Role	Description
CIITS Primary Point of Contact – District (previous name: Continuous Instructional Improvement Technology System (CIITS) Point of Contact – District)	assign to only one district level individual per district to ensure receipt of important CIITS communications from KDE
CIITS Primary Point of Contact – School (previous name: Continuous Instructional Improvement Technology System (CIITS) Point of Contact – School)	assign to only one school level individual per school
CIITS Alternative Point of Contact – District (new)	assign to an unlimited number of individuals at the district or school level
CIITS Alternative Point of Contact – School (new)	